

TRAVELOPE

ORIGIN

DESTINATION

FLIGHT NUMBER

DATE

Port Call Instructions for (Name): _____ SSN: _____

and _____ others. Report to passenger reservation counter at _____ ,

located at _____ .

ABOUT YOUR RESERVATION:

1. Recommended Check-in Time. At least 2 hours prior to the scheduled departure time. Early check-in eliminates last minute rushing to process for your flight. Some flights are overbooked.
2. Uniform Requirements. When required to travel in uniform, the service member must wear the appropriate uniform as prescribed by the Service's uniform regulations and the Foreign Clearance Guide. When allowed to travel in civilian attire, clothing must not be torn, dirty, tattered, etc. For safety purposes, when traveling on AMC organic aircraft, open toe shoes are not allowed.
3. Don't be a No-Show. If you are unable to make your scheduled flight, contact your installation transportation office, AMC Passenger Reservation Center, or the passenger terminal at your departure point.

ABOUT YOUR BAGGAGE:

1. Check-in Early. Late bags stop flights. Present an onward commercial ticket or the Travelope upon check-in and request your baggage be checked through to your final destination.
2. Include your name, address, and telephone number on both the inside and outside of your baggage or in your hand carrier baggage.
3. Use good quality luggage. Carry items of value, important documents or medication with you.
4. Free Baggage Allowance. Two pieces with each piece not over 62 linear inches (length + width + height) and not weighing over 70 pounds each. Carry-on baggage must fit under the seat or stored in the overhead bin. Approximate dimensions are 9" x 14" x 22" for a total of 45 inches.
5. Excess Baggage. You must pay a fee for each piece of baggage in excess of your free allowance unless authorized in your travel order.
6. Baggage Liability. See the notice on your ticket. For charter: The carrier's liability for loss or damage of baggage per passenger is:
_____ .